

No. A-41011/4/2018-Estt.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated the 10th August, 2018

OFFICE MEMORANDUM

Sub: Engagement of Consultant (Non-Technical) on contract basis in Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers.

It is proposed to engage retired Government servant to work as full time Consultant with the following terms and conditions :-

- i. Consultant proposed to be engaged must have retired/due to retire from Central Government service at the level of Principal Private Secretary and should be well acquainted with the functioning of Central Government Ministries/ Departments.
- ii. The work profile and responsibility would be equivalent to that of Principal Private Secretary in Central Government.
- iii. The engagement shall be initially for a period six months, or whenever regular incumbent is/are available whichever is earlier. The contract may be extended beyond six months at the sole discretion of the Department.
- iv. Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he may be called on Saturday/ Sunday and other Gazetted holidays.
- v. Consultant shall be compulsorily required to enroll himself in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the consultant in the BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/ remuneration will be paid.
- vi. Consultant shall be eligible for 04 days leave. However, unavailed leave cannot be carried forward, in case of extension beyond the period mentioned above.
- vii. The engagement may be terminated at any time by the Government or the Consultant without assigning any reason by giving a notice of fifteen days.
- viii. The consolidated consultancy fee would be Rs. 50,000/- (Rupees Fifty thousand) only per month. No other allowances admissible.

3. The term of reference are enclosed. The persons who fulfill the eligibility criteria and are willing to offer their services as Consultant, may submit their applications in the prescribed proforma as **Annexure** within 21 days from the date of publication of the advertisement in Employment News

to Director (Admn.), Department of Chemicals and Petrochemicals, Room No.236, 'A' Wing, Shastri Bhawan, New Delhi-110001.

4. Ministries/Department are requested to give wide publicity to this O.M. among their staff and Subordinate/Attached offices.

T.P.N.S.

(T. P. N. SINGH)

Under Secretary to the Govt. of India

Tele.No. 23386013

To

All Ministries/Departments of the Government of India.

Copy to : NIC, D/o C&PC for uploading this OM on the website.

Specific items of work to be handled by Consultant (non-technical) in the Department of Chemicals & Petrochemicals.

1. To take Note/ dictations from the officer concerned/note down meeting to be attended by the officer concerned.
2. To interact with all the Senior Govt. Officers of DCPC and other departments and industry.
3. To handle telephone calls carefully from all over including PMO/Cabinet Secretariat/Ministers and Parliament and keep the officer connected/informed.
4. To records of all files and letters movement on e-Office and physical as well.
5. To organise all important appointments for Industry with the officer.
6. To organise meetings of Senior Officers of Govt. Departments and industry on departmental matters and other issues.
7. To maintain records/minutes of all important meetings of the officer.
8. Arrange meetings with Officers of State Govts. and Chemical and Petrochemical industry in different States.
9. Arrange visits of Officer to States/abroad. And to arrange Ticket, protocol, stay and meetings with Officials of State Govt. and Industry.
10. The officer may be kept updated related to Parliament Questions and other matters raised in Parliament.
11. Keep track on issues and information sought by PMO and Cabinet Secretariat, then follow up and submission of information in time.
12. To ensure timely submission of monthly reports to Cabinet Secretary and PMO.
13. To maintain APARs of all senior Officers of DCPC on SPARROW and otherwise.
14. Timely updating of officer's ITI/IPR/Banking/Govt. Accommodation and personal matters too.

PROFORMA

Engagement as Consultant in Department of Chemicals and Petrochemicals, Shastri Bhawan, New Delhi-110001

1.	Name		
2.	Date of Birth		
3.	Contact Number(Mobile)		
4.	Address for communication		
5.	Date of Joining Government Service		
6.	Date of retirement		
7.	Post held at the time of retirement.		
8.	Name of the Ministry/Department from which retire		
9.	Last Pay drawn (Pay in Matrix)		
10.	Educational Qualification		
11.	Details of Knowledge in Computer		
12.	Brief particulars of Experience in the grade of Assistant and above.	Ministry/ Department	Subject handled

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

(Signature of the Applicant)